

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER		PAGE OF 1 7	
2. CONTRACT NO. GS-29F-0011S		3. AWARD/ EFFECTIVE DATE 08/23/2011		4. ORDER NUMBER EP-G11H-00208		5. SOLICITATION NUMBER	
6. SOLICITATION ISSUE DATE		7. FOR SOLICITATION INFORMATION CALL:		a. NAME Michelle Croan		b. TELEPHONE NUMBER (No collect calls) 202-564-3342	
8. OFFER DUE DATE/LOCAL TIME		9. ISSUED BY CODE HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		15. DELIVER TO CODE John Dady 1200 Pennsylvania Ave, NW Washington, DC 20460 202-564-3572		16. ADMINISTERED BY CODE HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460			
17a. CONTRACTOR/OFFEROR CODE (b)(4) METROPOLITAN ARCHITECTS AND PLANNERS INC 1505 PRINCE STREET SUITE 200 ALEXANDRIA VA 223142874		FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE RTP RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711			
TELEPHONE NO.		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	DUNS Number: (b)(4) Space Planning and Design Services in accordance with attached Statement of Work. TOPO: John Dady Period of Performance: 09/01/2011 to 08/31/2016 Space Planning and Design Services Base Period (Option Line Item) Continued ... <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						936,530.80
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$5,072,479.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT REF. EP-G11H-00208 OFFER DATED 06/27/2011. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	
				Michelle Croan			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0002	Space Planning and Design Services Option Period I (Option Line Item)				973,974.20
0003	Space Planning and Design Services Option Period II (Option Line Item)				1,012,937.00
0004	Space Planning and Design Services Option Period III (Option Line Item)				1,053,449.00
0005	Space Planning and Design Services Option Period IV (Option Line Item)				1,095,588.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

☐ RECEIVED☐ INSPECTED☐ NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS, WASHINGTON DC

ON-SITE SERVICES

PLANNING, DESIGN, SPACE ALTERATIONS AND FACILITIES MANAGEMENT SUPPORT

STATEMENT OF WORK

The Environmental Protection Agency (EPA) Headquarters is seeking on-site planning, design, facilities management and furniture related services for its Headquarters Facilities. The organizational structure of EPA components is constantly evolving, and its Programs expand/contract, to continuously meet their mission requirements. To manage its space realignment and reconfiguration; EPA requires contractor support services to plan, design, and maintain its facilities and to implement space alteration projects.

The start date of the on-site services is 09/01/2011. Term Period: 60 months.

Services must be provided under GSA FSS 71 II K, SINS 712-1, 712-3, and 712-4

On-Site Facilities Design and Management Services:

EPA occupies approximately two million square feet of space in several buildings within the Washington, DC Metropolitan area. The space is occupied by approximately 7,000 personnel representing 13 Program Offices. These Programs have on-going requirements for altering their space and furnishings that range from relocation of outlets to reconfiguration of up to 10,000 sq ft of space. At any given time, a work load of 30 to 40 active projects may be in process. Projects are assigned via EPA form 5100-8, Facilities Services Request, or similar.

To accomplish the following tasks, EPA requires a team of on-site professionals headed by a Senior Project Manager (LEED Accredited), and staff consisting of a Senior Interior Designer (Certified), Interior Designer (Certified), Project Manager, Junior Architect/Planner and two CAD Technicians. This team is to work on-site at the EPA East Building. Space, work stations, IT support and phones will be furnished by the Agency; the contractor is to furnish their own computers and any other required equipment and office supplies. The actual start date of the on-site work under this task order will be 09/01/11.

- a. Project management and comprehensive facilities management support to design, reconfigure, and renovate its Headquarters facilities, inclusive of furniture and furnishings.
- b. Space Planning & Design Intent Documents - EPA requires Space Planning and Design Services that meet the Agency's "Sustainable Building Management Plan Guidelines". The contractor will formulate design solutions that utilize sustainable design strategies, and will integrate finishes and furnishings with the layouts to obtain this goal. Space Planning includes Test Fits, Concept/Schematic Plans, and Design Intent Documents (DIDs). The DIDs shall contain sufficient design intent details, including layouts, critical dimensions, telephone/electrical/data specifications, interior finishes, ceiling plans, HVAC requirements, lighting and electrical connectivity of furniture to building infrastructure.

All drawings shall be produced in AutoCAD (latest version). The drawings shall be converted to pdf format for electronic transfer.

- c. Furniture Specifications and Selections - EPA requires specification and selection of

furniture and furnishings for its facilities located in historic and non-historic buildings. Both systems furniture and case goods are utilized in offices, in addition to furniture for support spaces such as conference rooms, training rooms, computer rooms, etc. Integration of furnishings to the base building electrical system, high efficiency lighting, and telecommunications is critical. EPA also requires that the specification of furniture and furnishings for its facilities meet the highest sustainable criteria. All furnishings specified shall use environmental factors that examine manufacturers' environmental policies, product composition, renewable materials, emission, packaging recycled contents, ease of maintenance and use, etc. Provide assistance to evaluate selected materials, furnishings, and vendor submissions.

- d. Prepare documents for reconfiguration of existing systems furniture due to space renovation, and implement the changes. Furniture drawings shall be installation drawings showing existing, reused, new and excess inventory of components. Drawing shall be prepared in AutoCAD format, latest version, in conjunction with CAPspex furniture symbols library software. Furniture design package shall include drawings, detailed specifications, and Bill of Materials listing all Product- new, reused and excess inventory.
- e. Develop and maintain Headquarters space inventory in AutoCAD.
- f. Maintain a Project Tracking System that provides "real time" status of each project, including completion stage, schedule, and costs. If possible, tracking information shall be entered and maintained in EPA's Strategic Lease Asset Tracking Enterprise (SLATE) Facility Management Software. Access shall be provided to Contractor Officer Representative (COR) and Task Order Project Officer (TOPO).
- g. Meet with various EPA organizational units as required, develop space requirements, assess degree of renovation and changes, implement standards - including sustainable design - develop schematics and Design Intent Documents (DIDs), prepare presentations, and obtain approvals.
- h. Redesign or upgrade computer rooms, fitness centers, training centers, hi-tech audio-visual spaces, TV and radio studios, Emergency Operations Centers, Sensitive Compartmented Information Facilities (SCIFs), etc.
- i. Maintain CAD database of building plans required to support the programming and design process for space modifications as well as EPA's Facility Management Software.
- j. Sustainable Design Practices will be followed during the design of space alteration projects. Agency's Comprehensive Procurement Guidelines, Green Check List, LEED and Indoor Air Quality criteria and Sustainable renovations and alteration guidelines shall be followed.
- k. Building Analysis and Condition Assessment – Perform analysis of building areas for the purpose of determining and documenting existing conditions and requirements for alterations and improvements. Field-verify accuracy of available as-built drawings and generate required drawings for areas where drawings do not exist. Studies include, but are not limited to, the building's mechanical and electrical systems, and sustainable design attributes, including LEED™

- l. Develop Programs of Requirements (POR) – Develop PORs, based on comprehensive space analysis, that accurately reflect spatial, functional and operational requirements of the agency groups under consideration. Applying space standards approved by EPA, and utilizing questionnaires/interviews, the POR will articulate space needs, adjacency requirements, and operational requirements, including security, and performance specifications of space. Provide recommendations for cost effective alternatives for changes and/or additions that improve operational efficiencies in office and support spaces. The POR is to be used to provide space designs and to produce Design Intent Documents.
- m. Planning Studies- Limited level of planning studies shall be undertaken to depict user group occupancies on floor plan by color coding, block and stack by agency program groups in existing buildings. Planning drawings to show realignment of group occupancies to facilitate agency reorganizations.
- n. As required, provide various technical consultation services related to sustainable materials, indoor air quality, HVAC, electrical, lighting, acoustics, audiovisual, etc. as they pertain to interior build-out, furniture, and furnishings.
- o. Project Management - EPA requires that the contractor provide project management services, including project schedule, development of budgets, interface with EPA organizational representatives, and coordination with building representatives and furniture vendors. Construction related monitoring, progress meetings and punch lists preparation shall be included.

Invoicing

On-site work shall be invoiced once per month. All submitted invoices must be supported by project status reports and/or progress reports as determined by the Project Officer/Contracting Officer's Representative.